1. Enter the name of the Cabinet/Agency submitting the request.
2. Enter the date the request is being sent.
3. Enter the specific Department/Division of the Cabinet/Agency submitting the request.
4. List the name and title of the person approving the request for submission (HR Executive).
5. If request was not completed by the same person approving the request for submission, list their name here. Otherwise leave blank.
6. List the request initiators contact number or if initiator is same as the approver list approver phone number.
7. Enter the name of the agency's FTP contact.
8. Enter the FTP contact's phone number.
9. Indicate the desired date of completion.
10. Indicate the frequency in which the report will be needed.
11. Indicate whether this is a new report or a modification to an existing report. If it is a modification, provide the Tcode of the existing report.
12. Provide the name of the requested report.
13. Explain the purpose and provide details about the requested report.
14. List the fields that must be on the report. Be sure to indicate whether the text or code value is needed. For instance is the cost center # adequate or is the agency name preferred or perhaps you need both for sorting/selecting/summarizing purposes?
15. Describe the order in which the report should be sorted.
16. Indicate the format the report should be provided in.
17. Indicate the type of report you're requesting.
18. Enter the specific data that should be selected on the report.
19. List any Action/Reason or Payroll Wage Type fields required for selection and appropriate dates. If additional space is needed or there will be additional report selections place an "X" in "See Attached" and include a Word document with the additional selection criteria.